

Title: Business Technology Strategic Plan internship

Location: Programme Management and Policy Section, Division of Information Technology

Starting: February 2016

The Programme Management and Policy Section manages the development of the IAEA's information and communication technology (ICT) policies, standards and guidelines and coordinates ICT governance across the Agency. It also provides project and product management and information architecture services.

The Division has been developing an Agency-wide Business Technology Strategic Plan (BTS) for the next five years. Once completed, the BTS will become a key product that will guide IT program decisions, underpinning the Agency's Medium Term Strategy. Additionally, it is also a living document that will be adapted to the changing needs of the Agency and the rapidly evolving IT landscape.

The selected intern will carry out the following:

- Organize meetings and take minutes
- Draft IT policies, procedures and standards, among other documents
- Edit/proofread documents
- Communicate with external consultants
- Draft brochures, summaries, short introductions and PowerPoint presentations
- Design posters for promotion
- Provide configuration management, organize project documentation
- Migrate project information to a SharePoint site
- Prepare and modify documents including correspondence, reports, drafts, memos, emails
- Manage small projects and serve as project assistant to senior staff
- Provide logistical support during meetings and/or presentations

Desired educational background of candidates:

- Communications/Marketing
- Management/Administration or other related fields

This internship will be based at the IAEA's headquarters in Vienna, Austria. Internship sponsorship will include:

- Round trip airfare to and from Austria
- A monthly stipend of €1000
- One time installation grant of \$2000
- Medical insurance provided by the IAEA (if necessary)